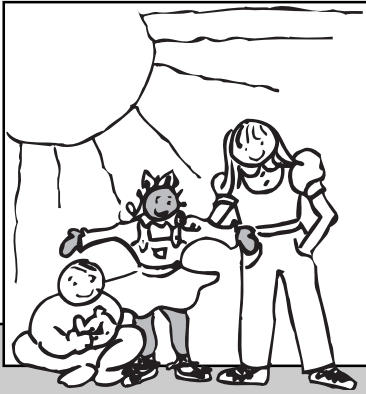


CHILD CARE



Record Keeping

*You **MUST** keep records for **EACH** child you care for in your home. You also must keep other general records to meet licensing requirements, and records for business and tax purposes.*

To meet licensing requirements, your child files must be up-to-date, orderly and easy to access. Options for keeping files include: a three-ring binder notebook; manila file folders; or large envelopes.

Records for Each Child Must Include:

1. A completed Child Care Home Register.
2. A completed Certificate of Immunization Status.
3. A completed permission form (for field trips, transportation, etc.).
4. A completed medication/treatment authorization form (when needed).

General Records You Must Keep:

1. Daily attendance records which show the hours and days the child is in care.
2. Written records of illnesses, injuries, and any medications given to the child.
3. Documentation for yourself, family members, and assistants (if any):
 - Tuberculosis exam results;
 - First aid and infant/child CPR (cardio-pulmonary resuscitation) training;
 - HIV/AIDS prevention training.
4. Records of monthly fire drills and smoke detector checks.
5. A copy of reports sent to licensor regarding illness or injury requiring medical treatment or hospitalization.

Business Records:

1. All receipts of income and expenses.
2. Copies of utility bills and related housing expenses that may be deductible for income tax purposes.
3. Signed copy of Child Care Agreement (or financial contract and policy and procedure agreement).
4. Personnel files on your employees (if any).